

UPAAG Work Plan

Mission

To protect public health and safety, to restore and enhance environmental quality, and sustain economic vitality through effective and efficient implementation of the Unified Program.

Philosophy

The Unified Program Administrative Advisory Group will continue to play an active role in policy oversight and implementation of the Unified Program. All Unified Program participants at the federal, state and local level shall engage in a quality of communication which enhances mutual trust.

Top Work Plan Priorities

1.	Develop ways to better measure performance and communicate performance	Lead UPAAG member(s)
	Completed	
	<ul style="list-style-type: none">Have come to a consensus that enforcement numbers are not the only or best way to measure program success	
	<ul style="list-style-type: none">CAL ARP Report-continue to monitor	
	<ul style="list-style-type: none">CUPA Forum Board established an Issue Coordinators position for this topic	
	<ul style="list-style-type: none">The evaluation process has gone through several revisions in the past, each improving the evaluation process from the previous program	
	Active	
	<ul style="list-style-type: none">Sacramento, San Diego and Livermore pilot projects	

<ul style="list-style-type: none"> • Cal EPA Enforcement Initiative 	
<ul style="list-style-type: none"> • Project to track the progress of new evaluation process 	
<ul style="list-style-type: none"> • EPIC and Data Projects 	
<ul style="list-style-type: none"> • Revised evaluation process that will base evaluation frequency and nature upon the history of the CUPA as noted in the past evaluations and the annual reports 	
<ul style="list-style-type: none"> • Develop comprehensive plan for measurement (this will involve multiple approaches to measurement). 	
<ul style="list-style-type: none"> • Development and format for an Annual State of the Cal/ARP report 	
<ul style="list-style-type: none"> • New Project Proposal to research other States and programs are doing to measure performance. 	
<ul style="list-style-type: none"> • Title 27 Data Dictionary Update 	
<ul style="list-style-type: none"> • Cal/EPA enforcement operations plan 	
<ul style="list-style-type: none"> • Development of communications plan coordinated with the Cal/EPA enforcement communication plan. Examples: Newsletters, web pages, annual Cal/ARP report, etc... 	

2.	Minimize the impact of new or increased workload	Lead UPAAG member(s)
	Completed	
	<ul style="list-style-type: none"> • CESQG/Universal Waste 5% policy 	
	Active	
	<ul style="list-style-type: none"> • Research, develop and implement a more risk based inspection program 	
	<ul style="list-style-type: none"> • CUPA Forum has established an Issue Coordinator position 	
	<ul style="list-style-type: none"> • Minimize the impact of new or increased workload. 	
	<ul style="list-style-type: none"> • Develop a risk based regulatory program plan which outlines elements to be in a risk based inspection and enforcement program. May include a CA model ERP 	
	<ul style="list-style-type: none"> • Develop a methodology to identify/measure UP work load. 	

3.	Work together on standard development, rule making, and legislative concept development and coordination	Lead UPAAG member(s)
	Completed	
	<ul style="list-style-type: none"> Established a UPAAG Legislative Steering Committee 	
	<ul style="list-style-type: none"> Established a single AEO process for all program elements (2481) 	
	Active	
	<ul style="list-style-type: none"> Research, develop and implement a more risked based inspection program 	
	<ul style="list-style-type: none"> AST legislation 	
	<ul style="list-style-type: none"> Minor violation legislation 	
	<ul style="list-style-type: none"> 6.95 updates 	
	<ul style="list-style-type: none"> Legislation tracking reports 	
	<ul style="list-style-type: none"> Develop a legislative steering committee process to coordinate development of legislative proposals with other UPAAG steering committees and TAGS 	
	<ul style="list-style-type: none"> Steering Committee need to identify and update issue coordinators list for steering committee for legislation purposes 	
	<ul style="list-style-type: none"> Development of Cal/ARP regulation change plan with regulation changes and time frames 	
	<ul style="list-style-type: none"> Use rulemaking calendar to identify regulations that impact the Unified Program 	

4.	Improve the uniformity of inspection and enforcement	Lead UPAAG member(s)
	Completed	
	<ul style="list-style-type: none"> AEO guidance document 	
	<ul style="list-style-type: none"> Industry Workgroup issue resolution mechanism. Additional step: Memorialize the issues resolved by the industry roundtable by placing on the UP Web page. 	
	Active	
	<ul style="list-style-type: none"> Inspection Report Guidance Document 	
	<ul style="list-style-type: none"> Find better ways to use local, state and federal resources cooperatively AND # 10 Achieve full implementation of the Unified Program, 	

	especially the Cal ARP Program	
	<ul style="list-style-type: none"> • Development of the inspection guidance and enforcement guidance 	
	<ul style="list-style-type: none"> • Develop a format to record the development of UP Guidance or standards using the SWRCB Local Guidance letter or FAQ's and Q&A as a model format. 	
	<ul style="list-style-type: none"> • Standardize violation classifications across all the UP program elements. Design a violation classification system. Identify legislative or regulatory changes that must be made to accomplish the standardization. 	

5.	Pursue the development and delivery of coordinated training opportunities	Lead UPAAG member(s)
	Completed	
	<ul style="list-style-type: none"> • CUPA Conference 	
	<ul style="list-style-type: none"> • Making UST Training available via website 	
	<ul style="list-style-type: none"> • Using settlement money to support training programs 	
	<ul style="list-style-type: none"> • Making classes available on disk 	
	<ul style="list-style-type: none"> • Established Cal EPA Assistant Secretary for Enforcement Training for state and local agencies 	
	Active	
	<ul style="list-style-type: none"> • UP conference coordinators will identify the conference classes/presentations that are to be taped and notify the speakers and their supervisors several months in advance of the conference. 	
	<ul style="list-style-type: none"> • Invite Mary Boyer to next UPAAG meeting 	
	<ul style="list-style-type: none"> • Expand non-conference training • Increase the number of inspector academy classes offered each year • Work with Mary Boyer on development of a UP web based training tool/module next year 	
	<ul style="list-style-type: none"> • Training Committee will identify other opportunities 	
	<ul style="list-style-type: none"> • USEPA to get involved in the conference next year with one training class and one non-conference training class 	

<ul style="list-style-type: none"> Focus class development on those subjects identified as part of the core curriculum for the UP 	
<ul style="list-style-type: none"> Explore the use of State College system to provide UP employee training. Fund the development of the training and attendance at this training with SEP's. Need to develop a SEP Policy or guidance on this subject. Use the DTSC compliance school as a model. 	

6. Improve data and reporting processes and infrastructure	Lead UPAAG member(s)
Completed/Ongoing	
<ul style="list-style-type: none"> Established Data Steering Committee 	
<ul style="list-style-type: none"> Data Management Plan 	
<ul style="list-style-type: none"> Reactivated TGIF 	
Active	
<ul style="list-style-type: none"> Put Data Management Plan into text format, clean up PowerPoint 	
<ul style="list-style-type: none"> Establish management of change program 	
<ul style="list-style-type: none"> Livermore-US EPA pilot project 	
<ul style="list-style-type: none"> US EPA Grant xxxxx 	
<ul style="list-style-type: none"> UP Data Grant Project 	
<ul style="list-style-type: none"> Linking of Unidocs and Geotracker 	
<ul style="list-style-type: none"> Title 27 Data Dictionary Development 	
<ul style="list-style-type: none"> All Cal/EPA Data Dictionary Development 	

7. Achieve full implementation of the Unified Program	Lead UPAAG member(s)
Completed	
<ul style="list-style-type: none"> DTSC CUPA for Trinity and Imperial; others now certified. Continue to monitor for at least another year to be sure Trinity and Imperial Counties are operating as a CUPA 	
<ul style="list-style-type: none"> CAL ARP now a part of the CUPA evaluations. A survey/review of the program is needed to determine the level of implementation. A follow up project will be to develop an implementation schedule for those CUPA's not properly/fully implementing the program. 	
Active	
<ul style="list-style-type: none"> Improve the uniformity of inspection and 	

	enforcement	
	<ul style="list-style-type: none"> • Resolve Federal Facility Fee issue. Release guidance, discuss guidance with military then take appropriate action to enforce if military does not comply. Include AMTRAC, Post Office, and GSA in issue. 	
	<ul style="list-style-type: none"> • Complete a review of the Business Plan Program implementation at agricultural facilities. The report on the review will recommend a course of action to be sure the program is fully implemented in a consistent manner statewide. 	